



JOB DESCRIPTION.

JOB TITLE	Library and Archives Manager
REPORTS TO	Co-Director of Education
DIRECT REPORTS	Archivist (Digital), Archives Assistant/s
DEPARTMENT	Education

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

Curiosity, experimentation and Shakespeare for all sit at the heart of Education at Shakespeare's Globe. Building on the legacy of the department's first thirty years, we carry forward popular and dynamic programmes to inspire students of all ages to learn about and love Shakespeare. Equality, diversity, inclusion and anti-racism underpin all that we do as we aim to foster an ethos of community, curiosity, quality and collaboration.

PURPOSE OF JOB

To develop a strategic vision and manage the smooth operations of the Globe's Library, Archives and Special Collections.

PRINCIPAL RESPONSIBILITIES

- Supervise and manage the strategic development and operation of the Library and Archives in accordance with the Globe's strategic vision, cause and objectives to professional standards in consultation with the Co-Director of Education.
- Formulate strategic planning in consultation with the Co-Director of Globe Education to ensure the highest standards of preservation (digital and material), documentation, care and access to the unique and distinctive collections at the Globe.
- Strategic development of the specialist IT systems deployed to manage the Library and Archives and special collections, working with colleagues in the Digital team to formulate and implement a systems strategy.
- Ensure that strategic planning is informed and benchmarked by best current practice in the library and archives sectors.
- Develop, manage, promote and evaluate high quality, innovative services that meet the research needs of both internal and external audiences.
- Develop and manage a rare books acquisitions and preservation strategy.

Policy and Compliance Management

- Act as Copyright/IP (intellectual property) lead for the Library and Archives, in particular to ensure compliance with the use of third party copyright.
- Exercise primary responsibility for the creation, review and governance endorsement of the policies required to manage and develop the collections in accordance with *BS/PAS197: 2009 Code of Practice for Cultural Collections Management*, together with other relevant current standards.
- Manage the Library and Archives records in accordance with Globe policy and legal requirements, including Data Protection compliance in liaison with the Globe's Information Governance Manager.

- Develop the Globe's collections in line with the organisation's commitment to anti-racism and diversity, and work with colleagues to improve access to the collections.

Operational

- Attend the Management Meetings and Departmental meetings of the Education Department.
- Manage the operations of the Library and Archives including the Reader Services.
- Develop, maintain and keep up the archives of the Shakespeare Globe Trust and its predecessor bodies, as well as the Performance Archive and the Collected Archives; maintain a system for accessioning and cataloguing records.
- Liaise with various departments throughout the Globe to ensure that records of importance are transferred or donated to the archives.
- Liaise with colleagues in the Communications department to ensure that accurate information about the organisation and its collections are included on our website.
- Deal with any requests of either an internal or external nature for the loan of Library and Archives collections and ensure that all paperwork is completed.
- Work with colleagues in Education to introduce artists, students and staff to the Library and Archives when necessary ('Library Inductions').

Financial and Risk Management

- Responsible for producing the Library and Archives' annual budget and ensure adherence to the budget.
- Seek to ensure best value for money in the purchase of information resources.
- Proactively seek external funding in collaboration with the Development Department, for additional projects and initiatives in support of the collections and services. Monitor all budgets related to external funding and manage project funded staff in accordance with the project plan agreed with external funding body/bodies.

People Management

- Line manage the Archivist (Digital), Archives Assistant/s, and other Library and Archives staff who may from time to time be taken on for support or project work in accordance with current HR policies. Foster the development of a skilled, competent and effective team.
- Responsible for the effective and efficient recruitment and induction of all new Library and Archives staff, project staff and volunteers.

PERSON SPECIFICATION

- Recognised qualification in archive administration or records management, and/or library science.
- Experience in accessioning, archiving and cataloguing a range of materials.
- Experience of working with a range of users, for example with artists, internal staff, students, researchers and the general public.
- Ability to communicate effectively with a wide range of people from varying departments.
- Experience in records management and/or information governance.
- Strong ability in ICT with a good working knowledge of Windows-based software, the archive software management programme CALM and ongoing development in digital information management.
- Experience of managing or supervising people with the ability to lead, motivate and inspire.
- Awareness of current technological innovations in archiving.
- Awareness of the issues surrounding digitised and born digital records.
- Ability to manage a varied workload with meticulous attention to detail.
- Excellent time management and organisational skills.
- Experience negotiating with a range of donors and internal stakeholders.
- Discretion and tact.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others
- Thoughtfulness, reflecting, and problem solving
- Influencing and communicating with others
- Delivering high-quality output

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Part Time / Permanent

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: 28 hours per week exclusive of lunch breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

Salary: £25,600 per annum (full-time equivalent of £32,000).

Holiday: The full-time annual holiday leave is 25 days per calendar year plus Bank Holidays.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; Littlebird exclusive discount; enhanced employer pension contributions after 12 months service.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.